

To: Parents and Guardians

From: Building Principals

Date: August 1, 2019

We are alerting parents of changes to the attendance policy for the 2019-2020 school year so that families can plan accordingly. The following changes/additions have been made to the attendance guidelines for all students in grades K-12:

1. According to Conemaugh Township Area School District policy, the following conditions constitute reasonable cause for absence from school:
 1. Illness
 2. Professional health care or therapy
 3. Quarantine
 4. Recovery from accident
 5. Required court attendance – **CRT**
 6. Death in immediate family – **EXA/EXH**
 7. 4H/FFA project (with prior approval) – **EXA/EXH**
 8. Religious holiday (with prior approval) – **EXA/EXH**
 9. Non-school sponsored educational tours and trips (**up to 3 days with prior approval**) – **EDA/EDH**
 10. College or postsecondary institution visits (**with prior approval and documentation**) - **COL**
 11. Family emergency – **EXA/EXH**
2. All dependent students who have been absent must have their excuses signed by a parent/guardian. The signed excuses must be submitted to the attendance secretary or homeroom teacher within 3 days of the absence. Excuses not received within the 3 day period will be treated as unexcused/unlawful. Excuses may also be emailed to the attendance secretary at:
esattendance@ctasd.org (elementary) or hsattendance@ctasd.org (high school)
3. Attendance letters will be sent to parents routinely after **5** and **10** days of parentally excused absences. Letters will also be sent when students have accrued 1, 3 and 5 (via certified letter) unexcused absences.
4. A **maximum of 10** days of cumulative lawful absences verified by parental notification may be permitted during the school year. All absences beyond 10 cumulative days will require an excuse from a licensed physician. Any days absent after 10, without a physician's excuse, will be considered unexcused/unlawful. Exceptions may be made through the building principal.
5. When a student under the age of 17 accumulates a third unlawful absence, he/she will be referred to the SAP team and a Truancy Elimination Plan will be developed.
6. When a student under the age of 17 accumulates 6 unexcused absences, action may be taken through the District Magistrate.
7. Students are required to make up missed work and may not receive credit for coursework if they have **4** or more unexcused absences.
8. If a student has **more than 3 unexcused** absences and **more than 20 total absences** in a school year, they may be: (**Trigger is 4 UNX.....and additional total of 17 or more EXA/MED**)
 - a. Denied course credit
 - b. Required to attend summer school
 - c. Provided alternative education
 - d. Required to undertake a project or extra work
 - e. Be retained

*If credit is denied, it could jeopardize graduation, participation in graduation/promotion ceremonies and/or promotion to the next grade.
10. A student with more than 3 unexcused absences in a school year or a history of unexcused absences may be denied approval for a Family Educational Trip or participation in a field trip or in-school activities.
11. An appeal process has been established for parents/guardians or students who believe credit, promotion or other privileges have been denied unjustly due to attendance issues.
12. Tardiness has a direct impact on student learning and often puts students at a disadvantage with their peers because they miss critical instruction. Students should arrive at school before the morning bells rings:
7:45 am at Middle/High School & 9:05 am at the Elem School.
Excessive tardiness may result in loss of recess, detention, suspension and action through the District Magistrate.